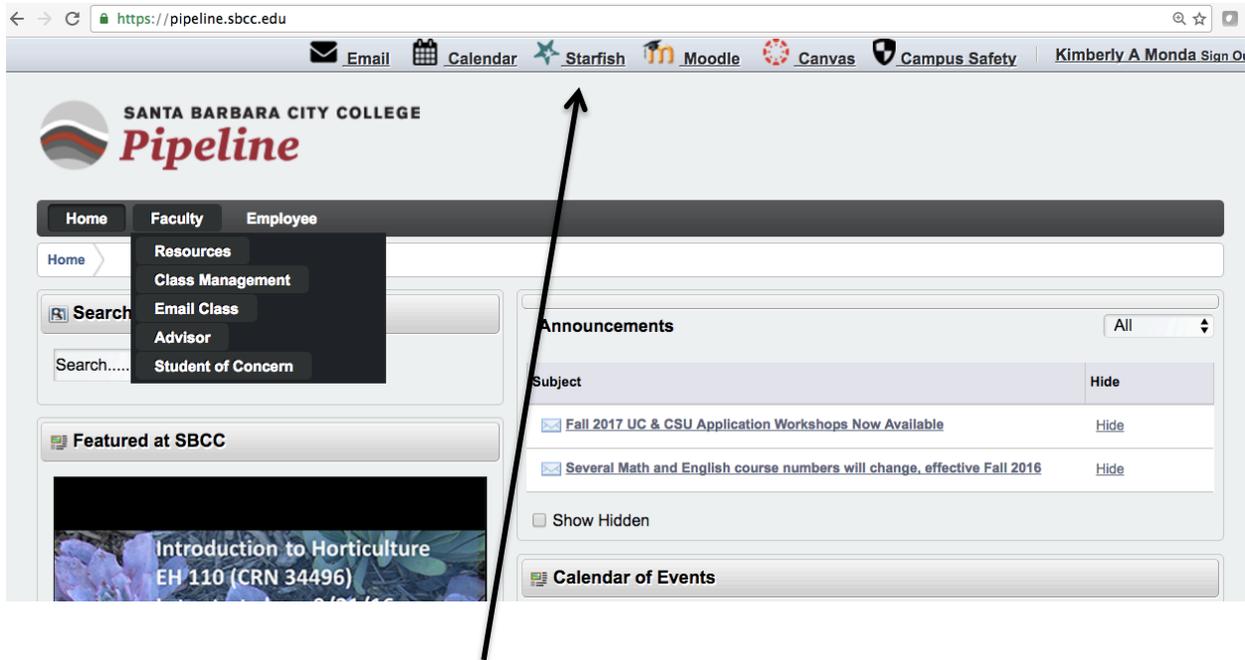
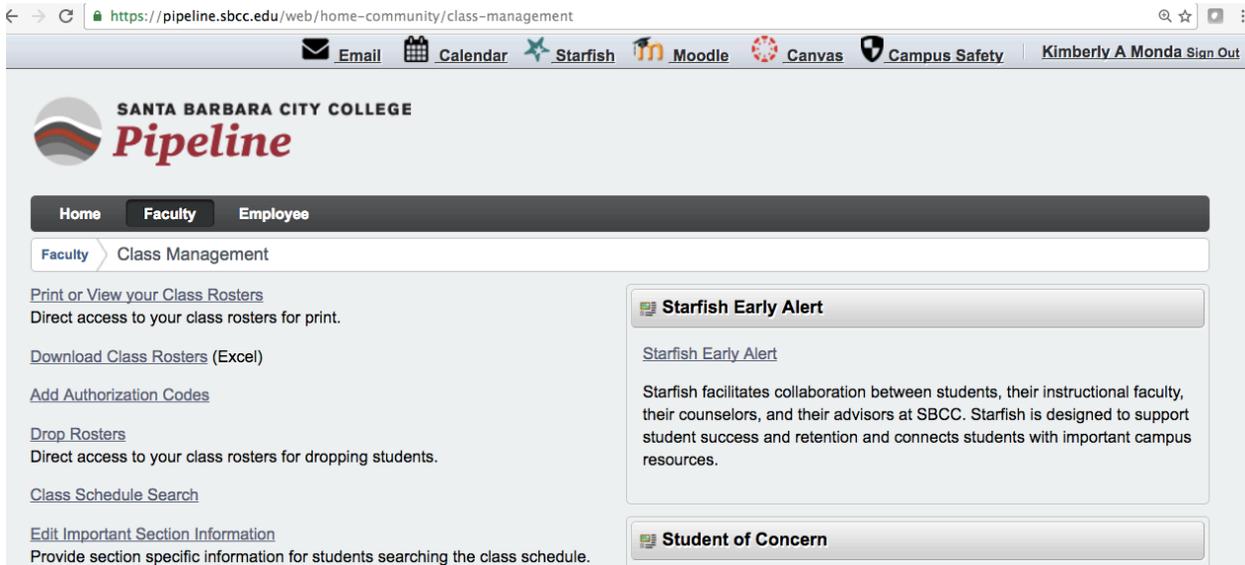


Log In

SBCC users will be logging into the system through Pipeline. Upon logging into Pipeline, simply click on the Starfish link at the top of your screen or go to the Faculty tab and select Class Management.



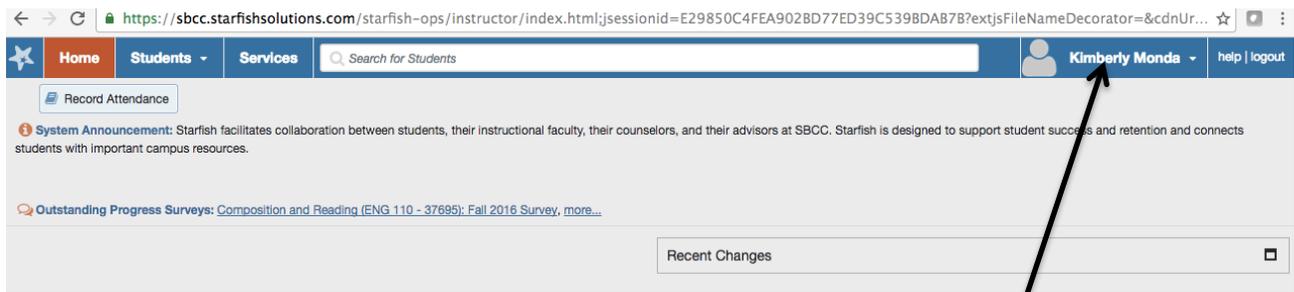
If you enter Starfish via the Class Management tab, you will find the Starfish link on the right-hand side.



You may also access Starfish Early Alert from Canvas (go into one of your classes and see the list of choices on the left, under “Home”—it’s near the bottom). A screenshot is not provided.

Upon Log In to Starfish

This is your “Home” screen for Starfish. Whenever you choose “Home” at the top of your Starfish window, you will return to this screen.

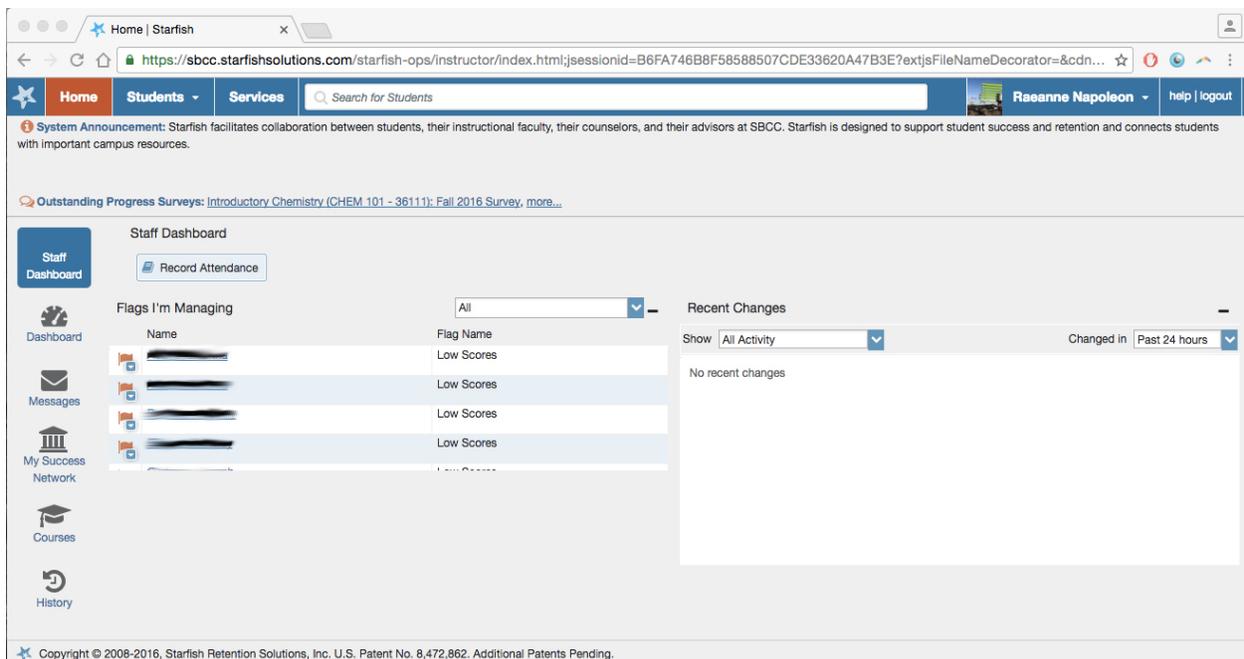


This will be unique to you and will have your name and a generic human shape for your picture (at least until you change it to something else). You can do this by clicking on your name, which opens your profile page, and uploading a photo.

The first time you log in, you will not see any “Flags I’m Managing,” but after you raise and lower flags for students, you will see this activity here in this screen.

The “**System Announcement**” towards the top of the screen: In the screenshot above there is only a general description of Starfish for the “System Announcement.”

During weeks when progress surveys are open, however, when you log in you will also find a link to the **mandated progress survey**. See below for how your Starfish home will look when progress surveys are open. Notice “Outstanding Progress Surveys” (and the class[es] that have them) are listed at the top. A user can click on this link to begin the surveys or they can be accessed from the “Students” menu.



Students

When an instructor chooses “Students” at the top of their Starfish interface, they will see something that looks similar to the screen shot below. You will notice you now have three tabs available towards the top “My students” (which is what you are currently seeing in the screen shot), “Tracking,” and “Attendance.” When progress surveys are open and available, a fourth tab will be on this screen that says “Progress Surveys.”

Please see the “Raising Flags and Kudos” link (SBCC Starfish Website -> Starfish Resources -> Faculty Resources) for more information about this feature.

Name	Email	Phone	Cell Phone
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]
[Redacted]	[Redacted]@pipeline.sbccc.edu	[Redacted]	[Redacted]

Services

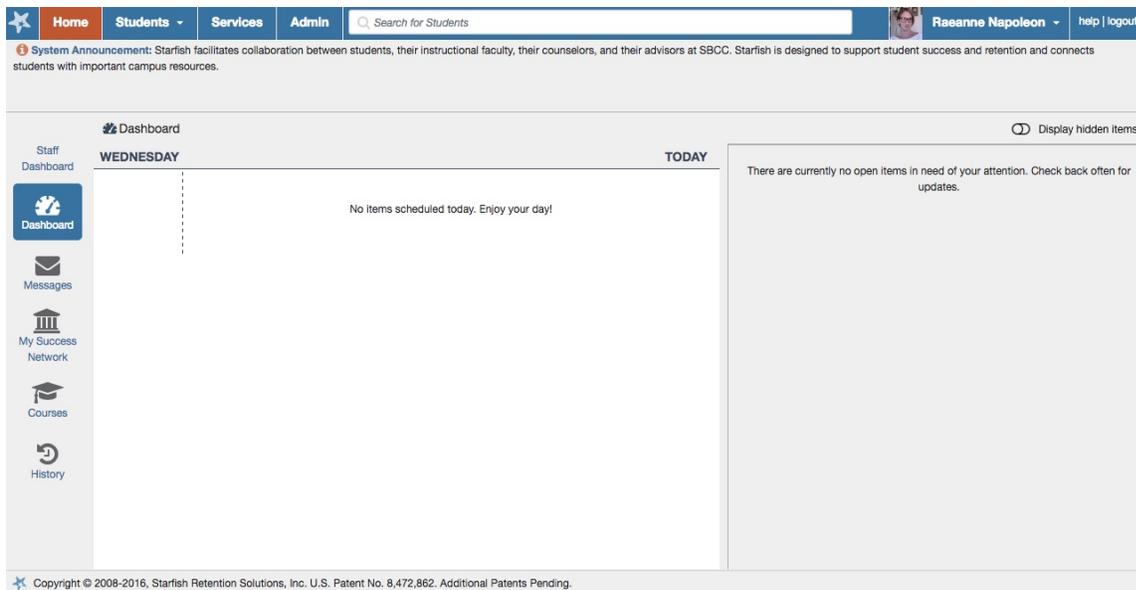
The services menu will provide users with an exhaustive list of services at SBCC. Contact info, hours of operations, and descriptions are provided for all.

Academic Counseling Center
Academic counselors located in the Academic Counseling Center assist students with course selection, educational planning and questions concerning requirements for majors, general education, graduation, or transfer to a four-year college or university. While developing an educational plan, students and counselors will consider educational options, review requirements, and select appropriate courses. Students are urged to meet with a counselor well in advance of the registration period to obtain current information regarding their planned program and make appropriate revisions. The office is open Monday and Thursday, 8:00 a.m. - 4:30 p.m.; Tuesday and Wednesday 8:00 a.m. - 6:00p.m. and Friday 8:00a.m. - 1:00p.m.
☎ 805-730-4085
🕒 Monday and Thursday, 8:00 a.m. - 4:30 p.m.; Tuesday and Wednesday 8:00 a.m. - 6:00p.m. and Friday 8:00a.m. - 1:00p.m.
📍 Student Services Building rm. 120

Career Center
Assists students in choosing a major, make career decisions, develop their educational plans to meet their career goals, and prepare for employment. Counseling and guidance services are provided on a walk-in basis. Career counselors work with students individually and in small groups. Hours: Monday and Thursday, 8:00 a.m. - 4:15 p.m. Tuesday and Wednesday, 8:00 a.m. - 6:00 p.m. and Friday, 8:00 a.m. - 1:00 p.m.
☎ 805-730-4131
📍 Student Services Building rm. 282

Cartwright Learning Resource Center/Learning Support Services
The Cartwright Learning Resource Center (CLRC) provides the following services: individual tutor assistance in the Writing Center for writing assignments across the curriculum; access to PC and Macintosh computers and printers in the Computer Commons; general tutor assistance and individual tutoring sessions for class-related computer work; subject tutoring information, assistance and tutoring services in the Tutorial Commons; mandatory new tutor orientation/training, including the certified Tutor Training Seminars; two Computer Assisted Instruction classrooms; access to media materials for class assignments; self-paced instruction in Anthropology 121-126 courses; and a Learning Skills and Writing Skills workshop series. The Center offers assistance with basic study skills, time management, note taking, reading efficiently, organizing materials for study, taking exams, and stress reduction. Hours: Monday through Thursday - 8:00 a.m. to 8:00 p.m.; Friday - 8:00 a.m. to 4:00 p.m.

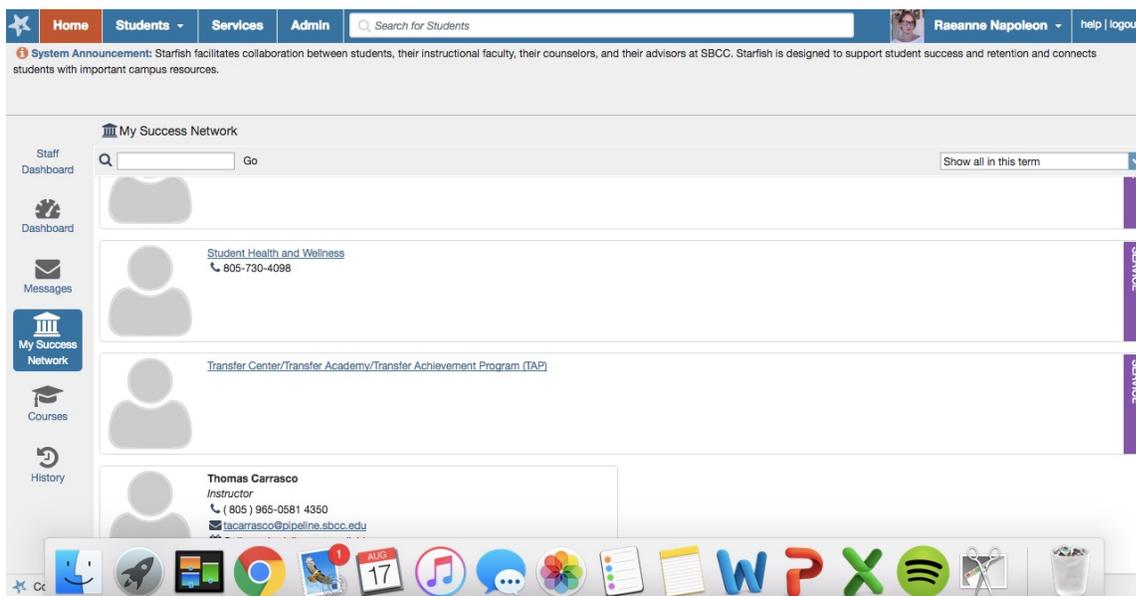
Dashboard



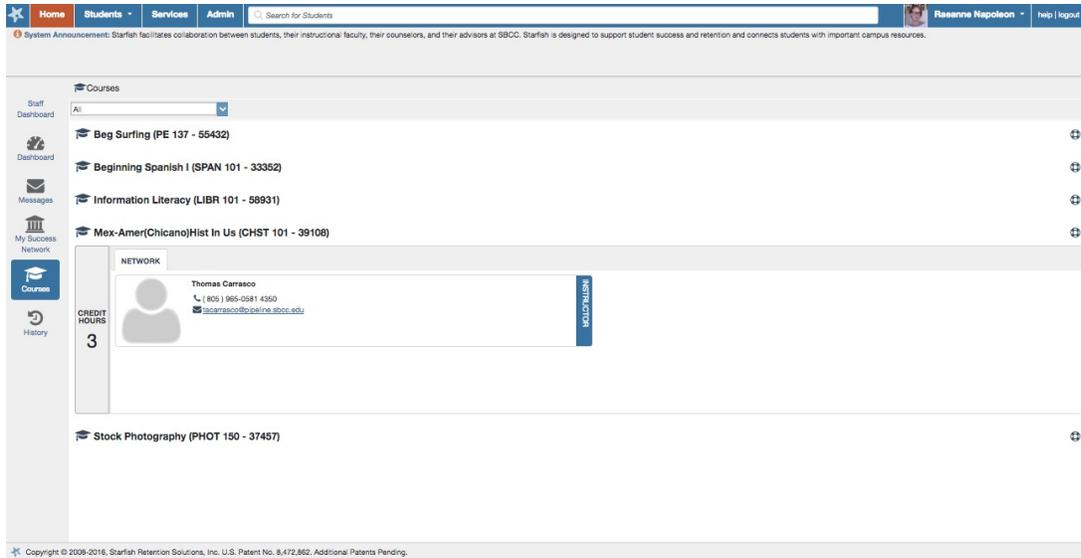
It is here where users can view their scheduled appointments (with Instructors or Counselors, if they have any).

After “Dashboard” is a “Messages” menu that allows students to view their Starfish messages. A screenshot of this menu is not provided.

Success Network: The “Success Network” is going to be one of the most valuable places for information on Starfish for students. When a student selects this menu, they will have contact information and hours of operation for a variety of services around campus. For all students, services like Academic Counseling contact and hours, Luria Library, or Student Health Services will be listed. In addition, all of their instructors will be listed here as well with office location, phone number, email, etc. For students in special populations—for example EOPS students or DSPS students—the contact information for those programs and advisors as well as location and hours will also be listed.



Courses: Under a student’s “Courses” tab will be all of the classes a student has completed with current classes showing the “Network” instructor. For example, in this screen shot, the “student” is taking CHST 101 and so they are seeing Thomas Carrasco’s contact info. This instructor info is also listed under the “Success Network.”



Help

The help feature on the left hand side of the user interface for Starfish is very robust and informative. You will find the link for Help next to your user name at the top. Please use this feature to search for any topic you’d like more info on in Starfish.

[LOG OUT](#)

- [Home](#)
- [Support](#)
- [Help Library](#)
- [Release Notes](#)
- [Implementation](#)
- [Resource Corner](#)
- [Features and Workflow](#)
- [Integration](#)
- [Email Templates](#)
- [End User Rollout](#)
- [Recorded Admin Trainings](#)
- [General Admin](#)

Search

Search is disabled.

Faculty and Staff Help

Starfish Help provides information about how to use features of Starfish Early Alert (TM), Starfish Connect (TM), and Starfish Degree Planner (TM), as well as tips and best practices for navigating and using the system effectively.

Faculty and staff can find information about how to use Starfish features, by clicking **Help Library** on the left.

Connect with the Starfish Community

- **Compass:** Visit Compass at <http://hobsons.force.com/compass> and access the Starfish Groups to connect with the community.
 - If you need to create an account in Compass:
 1. Visit the Compass URL: <http://hobsons.force.com/compass>
 2. Click **New User?** under the Sign In button.
 3. Complete the form fields.
 4. Click **Sign Up**.
 5. The registration request will be sent for approval by Hobsons.
 6. Upon approval, users will receive a welcome email with a username and a password reset request.